

Role	Administrator
Type of Vacancy	Permanent Full Time
Employer	MyMortgages.ie
Reporting to:	Joey Sheahan
About:	<p>MyMortgages.ie was established in 2005 and has grown organically to become one of the best known Mortgage Brokerages in Ireland.</p> <p>Using our offices strategically located in Dublin and Cork as our bases, we service clients throughout Ireland as well as Irish citizens living overseas.</p> <p>MyLifeCover.ie is the life & pensions entity to the business and supports both our mortgage clients as well as providing life, pensions and investment advice for mortgage clients and on a standalone basis.</p>
Roles & Responsibilities:	<p>Project managing clients through the mortgage process.</p> <p>Communication between lending institutions, valuers, clients.</p> <p>Marketing with our External Marketing Company.</p> <p>General Administration as required i.e. filing, computer inputting, file upkeep, phone/reception etc.</p>
Education, Skills & Experience:	<p>All applicants should have the following:-</p> <ul style="list-style-type: none"> - A strong desire to deliver excellent customer service - Excellent communication & people skills - An initiative to work as part of a team and on own - Strong computer skills - A great work ethic
Working Hours:	9am – 5.30pm Monday to Friday
Payment Offered and other Terms & Conditions:	Negotiable for the right candidate